

12 May 1988

MEMORANDUM FOR: Chief, Communications Engineering Division, OIT
Chief, Facilities Management Division, OL
Chief, Operations Group, OIT
Chief, Security Equipment Support Division, OS
Chief, Printing & Photography Division, OL
Chief, Budget & Fiscal Branch, OL

FROM:

[redacted]
Acting Chief, New Building Project Office, OL

SUBJECT: Change in New Building Project Office Budget Procedures

1. Effective 16 May 1988, please route all actions requiring expenditure of New Building Project Office funds to [redacted] OL, Facilities Management Division, room 3E14 Headquarters (vice [redacted] room 1J45 Headquarters). [redacted] may be reached on [redacted] secure. She will then route the document to me for approval. I will then forward the document to OL, Budget & Fiscal Branch for certification of funds and to the Director of Logistics (if funding level is above \$100K). Effective the same date, I will be located in room 3E24 Headquarters and available on [redacted]

2. Please bring this information to the attention of members of your staff who are responsible for preparing funding documents and routing them for approval.

OL/NBPO [redacted] 12May88

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